

**Minutes of the
Nicolet Federated Library System Personnel Committee
Tuesday, December 4, 2018 at 11:30 a.m.
at Kress Family Branch, 333 N. Broadway, De Pere, WI 54115**

Present: Ken Harter, Miriam Erickson, Julia Wallace, Kathy Pletcher, Tony Yaggie, Cheryl Maxwell

Excused: Corrie Campbell

Also Present: Megan Theys (NFLS), Tracy Vreeke (NFLS)

AGENDA

1. **Call to order.** Harter called the meeting to order at 11:35 a.m.
2. **Determination of quorum.** A quorum was determined.
3. **Agenda revisions.** No revisions were made.
4. **Approval of June 12, 2018 minutes.** Pletcher moved to approve the minutes; Erickson seconded. **Motion carried.**
5. **Annual Director Review – Closed Session -** Under WI Statutes Section 19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility
Erickson moved to go into closed session at 11:37 a.m.; Maxwell seconded. Roll call was taken. **Motion carried.**
9. **Reconvene in open session pursuant to WI Statutes Section 19.85 (2).** Maxwell moved to reconvene open session at 11:44 a.m.; Pletcher seconded. **Motion carried.**
10. **Possible action from closed session.** Maxwell moved to approve a 2% salary increase for Vreeke, effective January 1st, 2019. Wallace seconded. **Motion carried.**
11. **Other business.**
 - a. Review and approval of Employee Handbook (included electronically). – Vreeke explained the major revisions of the Employee Handbook. The handbook was also reviewed by an attorney. Vreeke recommended that the handbook be reviewed every 3-5 years. Maxwell moved to accept the updated employee handbook. Wallace seconded. Yaggie thanked Vreeke and Theys for their work on updating it. **Motion carried.**
12. **Adjourn.** Maxwell moved to adjourn at 11:52 a.m.; Erickson seconded. **Motion carried.**

Megan Theys, Recording Secretary
12/4/18